

United States Environmental Protection Agency
POSITION DESCRIPTION COVERSHEET

1. DUTY LOCATION
Philadelphia, Pa.

2. POSITION NUMBER
00018041
N7117E

3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify This Position
OPM Job Family Standard for Professional Physical Science Work, GS-1300 dated 10/97, OPM PCS for GS-819 dtd 4/78

	b. Title	c. Service	d. Series	e. Grade	f. CLC
Official Allocation	Environmental Scientist	GS	1301	13	001
4. SUPERVISOR'S RECOMMENDATION	Environmental Scientist	GS	1301	13	

5. ORGANIZATIONAL TITLE OF POSITION (if any)

6. NAME OF EMPLOYEE

Michelle Hoover

7. ORGANIZATION (give complete organizational breakdown)

a. U. S. ENVIRONMENTAL PROTECTION AGENCY	e.
b. Region III	f.
c. Water Protection Division	g.
d. Drinkink Water Branch (3WP22)	h. EPAYS Organization Code 90363205

8. SUPERVISORY/MANAGERIAL DESIGNATION

[S] First- or Second-level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others, and which constitute a major duty occupying at least 25% of the time. Such supervisory/managerial authorities include assigning and reviewing work on a daily, weekly or monthly basis; assuring that production and accuracy requirements are met; approving leave; recommending performance standards and ratings; and exercising 4 of the 5 authorities and responsibilities described at Level 3-2c in the General Schedule Supervisory Guide.

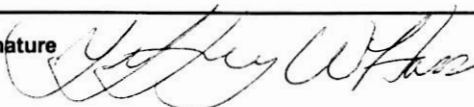

[A] An individual (as defined by Title VII of the Civil Service Reform Act) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, end, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.

[M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.

[B] A management official (as defined by Title VII of the Civil Service Reform Act) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization, or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies, not just interpret laws and regulations, give resource information or recommendations, or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.

[N] None of the above applies. This is a non-supervisory/non-managerial position.

9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor Jeffrey W. Hass, Chief, Drinking Water Branch	d. Typed Name and Title of Second-Level Supervisor R.Mitkus, Deputy Director, Water Protection Division
b. Signature 	e. Signature 
c. Date 4-10-98	f. Date 4-10-98

10. OFFICIAL CLASSIFICATION CERTIFICATION

a. <input checked="" type="checkbox"/> This position has no promotion potential. <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to:	b. Fair Labor Standards Act: <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt	c. Functional Code 94
d. Bargaining Unit Code 1050	e. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties (50% of time)	f. Signature Anthony P. Santore
		g. Date 4/10/98

EMARKS
FPL - GS-13

FLSA Exempt (professional) at GS-13.

BUS changed per OP M off 02/10/13

LR

Environmental Scientist
GS-13
Drinking Water Branch
Health Effects Expert

INTRODUCTION

The incumbent assists the Drinking Water Branch Chief in the implementation of the Public Water System Supervision (PWSS) program by serving as a State Program Manager and Health Effects Expert engaged in managing grants and evaluating the performance of state PWSS primacy programs and ensuring the safety of public drinking water.

DUTIES

1. Reviews PWSS grant application packages for assigned state(s) to ensure consistency and conformance with federal grant requirements. Develops and negotiates grant conditions that will ensure state compliance with PWSS program requirements.
2. Keeps control over available PWSS grant funds to ensure their maximum utilization. Works closely with Grants Management Branch staff in developing strategies to ensure the full utilization of available funding.
3. Develops PWSS program guidance for assigned state to follow in submitting their PWSS program grant applications.
4. Evaluates assigned state PWSS program to determine if it is operating in compliance with the Agency's PWSS Program Priority Guidance.
5. Keeps abreast of enforcement activities involving public water systems by coordinating with the SDWA Branch in OCE and advises state staff of expected enforcement actions.
6. Represents the Region at state and national conferences and committee meetings in developing guidance, policy and objectives for implementing the PWSS program.

7. Coordinates with state primacy agency the development and maintenance of a water supply surveillance program in order to attain and maintain appropriate primacy enforcement responsibility. This is accomplished by:
 - a) interpreting regulations and policies for implementing the PWSS program;
 - b) coordinating and reviewing materials submitted as part of the State PWSS program grant applications;
 - c) reviewing and approving draft work plans to assure the most expeditious use of federal funds used in conjunction with the PWSS program;
 - d) reviewing variances and exemptions granted by the State to water supplies in violation of maximum contaminant levels;
 - e) reviewing and amending necessary State regulatory authority for conformance with the SDWA;
 - f) overseeing and evaluating the State's compliance and enforcement program.
8. Provides water supply technical information and health risk assessment assistance to the general public, public water supplies, state agencies and other regional programs.
9. Participates in workshops, seminars and other training activities designed to explain program requirements and educate public water systems and state officials.
10. Develops methods for assisting states to improve the implementation of the PWSS program. Utilizes contractor assistance where possible, and in this capacity serves as a Work Assignment Manager for the Drinking water Branch. Works closely with Headquarters Project Officers to ensure conformity with federal contracting requirements.
11. Coordinates all activities involving the SDWA State Revolving Fund and its impact on the PWSS program. These activities would include the review of state priority lists,

intended use plans, and individual projects. Coordinates the review of state set aside projects with subject matter specialists to ensure their conformance to Agency regulations and guidance.

12. Keeps abreast of health effects issues involving the safety of various drinking water contaminants and advises the Drinking Water Branch Chief and his staff on how these contaminants need to be handled.

Knowledge Required by the Job

The incumbent must have:

Detailed knowledge of the EPA Drinking Water Regulations, the Program Implementation and Grant Regulations and the SDWIS computer data system.

Knowledge of water treatment principles, concepts and practices applicable to implementing Water Systems Surveillance Program.

Knowledge of environmental science and ability to apply such knowledge to resolve problem areas related to actual or potential water supply contamination.

A knowledge of, skill in, and sensitivity for interpersonal relationships with key federal, state and local officials as well as representatives of the regulated community in resolving conflicts and problems pertaining to compliance or non-compliance of regulated operations. Comprehensive knowledge of regulations and guidance pertaining to variances and exemptions.

Skill in communicating effectively the compliance requirements of the PWSS Program to both professional and non-professional staff and the regulated community.

Supervisory Controls

The incumbent receives assignments from the Branch Chief. Assignments are accompanied with only a statement of general

objectives. Work assignments are performed with a high degree of initiative and with very limited guidance and direction. Standard technical methods, computations and details are assumed to be accurate. Supervision occurs primarily through the review of a final product or in providing more definitive guidance in precedent setting situations. Work assignments are reviewed for adherence to Agency policy and fulfillment of objective(s) of the assignment.

Guidelines

Guidelines include EPA regulations, policy statements, Office of Ground Water and Drinking Water guidance and compliance strategies. Using these guidelines the incumbent evaluates the adequacy of State PWSS programs and recommends approval of all or part of the program. EPA guidelines and policy statements along with a deep understanding of drinking water treatment practices enable the incumbent to resolve specific, actual or potential problems regarding drinking water safety.

Complexity

Assignments involve input to the continual PWSS program development and implementation process, this could be anything from reviewing and commenting on headquarters guidance to participation on national workgroups; other assignments involve oversight and evaluation of the State's program implementation, this is a continuous evaluation of the State's adherence to Agency policy, rules and regulations; finally, assignments can be related to the resolution of problems of a technical nature. The employee must exercise creativity and experienced judgement in interpreting regulations and in developing policy for the water supply program.

Scope and Effect

The purpose of the employee's work is the provision of expertise and judgment in the formation of national policy and rules and development of Regional procedures to implement these policies and rules; evaluations of the State's program administration and implementation; provide

assistance to requestors for technical resolutions to drinking water problems. The judgment displayed by the employee will impact the efficiency of the Region's and State's implementation of the SDWA and the quality and safety of drinking water.

Personal Contacts

Personal contacts are many and of varied background. Contact will often be made with private citizens and citizen action groups, State agency personnel and industrial representatives. Contact will be made continually with headquarters personnel and EPA Regional personnel in the Office of External Affairs; Environmental Services Division; Office of Regional Counsel.

Purpose of Contacts

Purposes of personal contacts are to resolve technical water treatment or health effect problems and to formulate policy and procedures. Other purposes will be to resolve controversial program issues with the State and resolution of compliance/enforcement issues with the State and public water purveyors.

Physical Demands

Occasional physical activity may be required in a form of physically inspecting public water supplies and visiting various State agencies.

Work Environment

Work is performed primarily in an office environment. Field trips to public water systems might be experienced along with trips to State offices and headquarter's conferences, etc.